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#260
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!! HAPPY NEW YEAR !!
Your January
NEWSLETTER
Has Arrived

Exciting New Service Announcement

"Nobody knows really what they're doing and there's two ways to go with that information. One is to be afraid and the other is to be liberated and I choose to be liberated by it."
- Conan O'Brien

If you've spent anytime around us you know we tend to preach heavily about the ergonomic aspects of your office.

This includes getting up regularly, moving around, working at stand up tables, moving monitors around on attached arms . . . pretty much anything to keep you moving, keep the blood flowing, keeping the energy up so that you can be productive during the day and not worn out when you're finished.

Introducing **ERGO WEEKLY** a weekly email message reminding you about the importance of being ergonomically conscience. Each week we will briefly remind you of standing, taking breaks, moving and a whole bunch of other tips. All designed to keep you as healthy and energetic as possible at the office.

Find out more about this FREE service and how to sign up here:
www.interiordimension.com/ergoweekly
Sign up everyone in your office if you wish. The more the merrier.

"A business has to be involving, it has to be fun, and it has to exercise your creative instincts."
- Richard Branson

To Contact Us:
mbrooks@interiordimension.com
www.interiordimension.com
Phone: 800-875-7690

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The Chronicle of The Cubicle

Reaching your goals is all about luck. Right?

A new year . . . what a great time to set some goals and get the year off to a great start. For this we turn to our good friend and business coach Joy Pecchia from Beyond Boardroom Doors, Inc. Here Joy reviews some of the essential and simple things we need to consistently do to reach our goals. Here's Joy -

Inside this issue:

Reaching Your Goals

New Rules For 2015?

Products To Help You Reach Your Goals

ErgoWeekly - A New Service Designed To Remind You About Healthy Habits At The Office

Have you ever wondered why some people seem to have all the luck? You know the type—the ones that seem to have an easy time reaching their goals or appear to just “stumble” into success while the rest of us are working hard, day after day. Do you think that those people are just born lucky? The truth is that regardless of whether you are trying to lose weight, get out of debt, or build a successful career it takes more than luck to reach your goals. While it would be wonderful, you can't just wave a magic wand or will it to happen. (I know. I have a wand in my office that I wave around periodically. Nope. Nothing changed.) Reaching our goals means that there's work—real work that needs to be done.

Does this mean that it needs to be hard?

Well, that depends. If we try to achieve a goal without a plan, then yes, it will be hard. However, if we create a realistic, attainable (with just a little stretch to it) plan and stick to it, it's surprising how much easier goal attainment becomes. It almost appears “lucky.”

5 Tips to Reaching Goals With Ease

1. Write it down. Did you know that by writing down your goals we will increase our success rate by 50%? That's an incredible difference! By clearly stating and writing goals, we increase our direction and focus.

2. Create a long-term vision. Be sure to have a long-term vision of how you want your life, career, or business to look. Where do you want to be in 5 years? What do you want to be doing with your life? What do you want to create? Be very clear, very detailed in this vision. Make it “alive” for you to see, hear, smell, taste, and feel.



January 2015 —

The Month For:

- ◆ 55-MPH Speed Limit Day (you remember?), 2
- ◆ I'm Not Going To Take It Anymore Day, 7
- ◆ No Pants Subway Ride Day, 11
- ◆ National Clean Your Desk Day, 12
- ◆ Winnie The Pooh Day, 18
- ◆ Belly Laugh Day, 24
- ◆ National Kazoo Day, 28
- ◆ Inane Answering Message Day, 30

Reaching your goals is all about luck? - cont'd

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3. Next, focus on the short-term. Since you have a clear picture of five years out, be sure to bring that vision closer to where you are now. What do you want a year from now to look like? How about six months? What does it look like in 90 days, or a month, or next week? Making the goal attainable in bite-sized pieces will significantly increase the success you'll experience.

4. Develop your plan. Now that you have a clear vision, bring your attention to developing a plan that will work for you. Focus on a high-producing action everyday that is in alignment with your goals. Commit to this action and to moving yourself forward on a daily basis.

5. Don't give up—keep your focus. After you have a clear plan and your goals written down, don't forget about them by placing them in a drawer or allow them to be buried under a pile of other to-dos on your desk. . Make sure that you develop a routine of reading your goals each and everyday. Keep them in the front of your mind—keep that vision in sight—so you remember your focus.

Reaching our goals requires focus and clarity. Because we want to be successful, we can't ignore these important elements in the process.

Are you ready to try your luck? Raise your odds by taking the most important steps first.

To connect with Joy and see more about her passion and her work go to: www.joypecchia.com

Or call her at 952-471-2567

Thanks Joy !

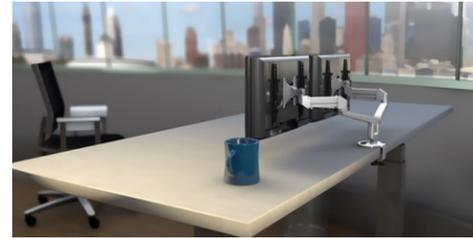
?? New Rules To Try In 2015 ??

Contributing to goal achievement in 2015 let's turn our attention to the productivity of your office. We've gathered 7 office rules that are unconventional as described by a recent Business Insider article. These may be a stretch for you depending on internal politics and management style. But if anything has been proven in our newsletter, we're all about stretching.

1. Breaks don't have a set time limit. Breaks no longer mean the stoppage of productivity. Working without breaks may be causing lower productivity. Your mind and body require breaks (every 30-45 minutes) for relaxation and decompression, especially for those that work at monitors. Everyone requires different lengths and styles of breaks. So the new rule is break as often as the body requires and put the attention to the accomplishment of the work.
2. Games are available and encouraged. Pool and ping pong have their place in "cool" startups but not the established companies, right? Well, do you want employees to talk with each other, bond as teammates, build interoffice dynamics and team morale? Then games are a perfect element for your office. Why not during the next meeting have a ping pong match to determine an action to take? This could be a bold move.
3. Working from home is up to the employee. With the ability to email clients from virtually anywhere and conduct video conferences cheaply working remotely does not have the barriers it once did. Some managers see working from home as less productive where many employees actually experience getting more done away from the office. If seen as a privilege it is not uncommon for people to get more done at home to prove that it works and to keep the privilege.

Ideas For Your Office To Help Reach Those Goals

Setting goals and a plan to achieve them is the first step. But, if your office doesn't support the work that is required getting to those goals just becomes harder. Here are a few items that you should consider to support the work which will lead to the goal achievement.



We are amazed at the number of offices that don't have dual monitors. They're cheap and provide so much benefit of seeing more items or programs. To support them you should also use **monitor support arms**. These allow you to move them around easily for ergonomic reasons and to allow you to share a screen with a visitor or co-worker.

Height adjustable tables are not a fad. It's just taken them a long time to catch on. Back in 1968 Robert Probst (inventor of the cubicle world) envisioned an office world where people would regularly stand to conduct work and meetings. Moving from sitting to standing has a big impact on our physiology by increasing blood flow, burning more calories, keeping us more alert and awake. This year if you haven't looked at height adjustable tables for your office, it may be time - big goals take lots of energy.



When it is time to sit you should be supported properly. Your chair should have adjustable features so each person can tune it to their specific needs and body style. The back should be adjustable so your lumbar support feels good. The back angle and seat angle should be adjustable so you can fit the chair to your body style. A sliding seat is a good option to have so the depth of the seat can be changed to fit short and taller people. This allows one chair to fit many people.

4. Flexible dress code. Those that meet with clients may still need to "dress to impress" but back room workers may be more comfortable in casual clothes. Of course there may need to be standards set so things don't go too casual.
5. Lunch is MANDATORY. Breaks are highly important for the body and brain. This falls along the same lines as rules 1 and 2. Even when work is piled up and appears to be overwhelming taking breaks can help you power through and get more done when you are working.
6. Start and End Times Dictated By Workload and Responsibilities. The concept of a 9 to 5 day is ancient and now must make way for a more flexible environment. This falls under the concept of managing the output and not the time. One employee may desire to stay later to complete something or get a head start, then they shouldn't be hit with repercussions if they arrive later the following day. Of course this may not work with some functions such as call centers, but if functions are shared it could.
7. Rules can be created. Since time began owners and managers have been the rule and standard creators with workers having little say. If you desire to establish and maintain an environment of teamwork and collaboration then involving the employees in the rule development is critical. Some of the greatest ideas your company will experience are sitting inside the brains of those you are managing - wouldn't it be cool to see what's there?

These may be stretches for many companies and we would not suggest that anyone jump into all of them at the same time. But wouldn't it be interesting to see what might happen if you began with 1 or 2?